



**DON ACQUISITION WORKFORCE TRAINING AND EDUCATION PROGRAM**  
**DON TRAVEL REQUEST/AUTHORIZATION FOR ACQUISITION TRAINING**

**Procedures**

The DON Acquisition Training Registrar is responsible for providing student travel and per diem funding for acquisition workforce members registered for mandatory training courses. Students will receive a DON TRAVEL REQUEST/ AUTHORIZATION FOR ACQUISITION TRAINING from the DON Registrar with their notification of registration for an acquisition training course. In the event that travel is required, eligible students should complete Part I of this document. The completed application may be telefaxed to the DON Registrar at (717) 790-4675; DSN 430-4675. The DON Registrar will complete Part II and telefax it back to the fax number listed on the travel request within five (5) working days after receipt. An amendment is required any time circumstances change and the funding required is different from the original amount authorized. To request a revised authorization, students should complete the amendment blocks in Part I of their APPROVED authorization sheet and forward to the DON Registrar for review.

Funding authorized by this application is provided for officially designated DON acquisition workforce members traveling to attend mandatory training. Funds are authorized for the following expenses:

**Student Travel (including commercial air/rail; rental car; POV):**

- Allowable costs must conform to 1) Joint Travel Regulations (JTR), Volume I (Military) or Volume II (Civilian); 2) The current Federal Travel Directory; 3) Current travel policies in effect for acquisition training from the DON Acquisition Workforce Training and Education Program Guidelines and Procedures; and 4) local travel policy.
- DON Acquisition Training policy restricts the use of rental cars and/or POV as opposed to commercial carriers. Rental cars or POV may be authorized as long as the constructive cost of this mode of travel does not exceed the constructive cost of commercial carrier.
- When commercial travel is used, rental cars may be authorized for travel in and around the training facility. Travel requests which include a rental car must include written justification from the local travel officer detailing how a rental vehicle is advantageous to the government. Rental cars will not be approved for requests lacking the required documentation. Rental car funding will not be authorized for course offerings held at the following locations: AFIT (Dayton, Ohio), Naval Supply Corps School (Athens, Georgia), ALMC (Fort Lee, Virginia) and courses held in Crystal City, Virginia, as these locations have adequate on-base or commercial transportation facilities.
- Local travel offices and administrative offices are expected to use prudent judgment in applying the JTR regulations to ensure the travel request represents the minimum essential costs to the government needed to allow the student to attend acquisition training.

**Student Per Diem:**

- Per diem will be paid in accordance with prescribed rates in the JTR/Federal Travel Directory, subject to restrictions in the DON Acquisition Workforce Training and Education Program Guidelines and Procedures and local travel policy.
- The lodging portion of per diem is limited to the current BOQ (or contract hotel, if any) rate for each location unless the student provides certification of non-availability from the BOQ. Two exceptions to this requirement are for courses at AFIT (Dayton, Ohio) as AFIT provides billing for all students, and training courses held in the Washington, D. C. Metro area, including Alexandria, Arlington, Crystal City, White Oak and Bethesda.
- Students attending courses at AFIT (Dayton, OH) may confirm lodging assignment one week prior to class by calling AFIT at DSN 785-6335.
- Per diem rates include the allowable amount for laundry, tips, dry cleaning, etc. Do not list them as additional expenses.

Legible copies of settled claims must be forwarded to the DON Registrar (by mail) within five days of receipt from your local travel office. Documentation required includes TDY orders (DD Form 1610 or equivalent); local travel claims (SF-1164 or equivalent); SATO ticket (or equivalent) showing cost of fare (if commercial transportation used); and settled travel voucher summary sheets showing a breakdown of expenditures, a DOV or COV voucher number, date of payment and check number. Mail to:

<p style="text-align:center"><b>DON Acquisition Training Registrar (NCAT (CMS))</b> <b>Attn: Travel Coordinator, Bldg 216</b> <b>5450 Carlisle Pike, PO Box 2033</b> <b>Mechanicsburg, PA 17055-0784</b></p>
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The DON Registrar will automatically cancel the associated travel authorization when a course cancellation request is received. Travel authorizations are not transferable. If student substitutions or class registration changes are made, a new travel request must be submitted for the new student and/or course and the original authorization must be canceled.

Questions pertaining to student registration should be directed to the DON Registrar at commercial (717) 790-2388 or DSN 430-2388. Questions on funds for student travel and per diem should be directed to the travel coordinator at commercial (717) 790-1025 or DSN 430-1025. The DON Registrar telefax number is (717) 790-4675.

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